

7 August 1980

MEMORANDUM FOR: See Distribution

VIA: Chief, Records Systems Branch, RMD/OIS

FROM:   
Records Systems Branch

SUBJECT: Retirement of Records Related to the HSCA Investigations

1. On 3 June the Archivist of the United States designated the CIA's House Select Committee on Assassinations (HSCA) records as permanent (see attached). The Senate Select Committee on Intelligence did not raise any questions concerning this OLC records control schedule amendment during the 60-day period established for them to do so. With these aspects of the records scheduling process out of the way we now can begin the actual retirement of the HSCA-related records.

2. As it stands now the entire HSCA collection will be retired to the Agency Archives and Records Center (AARC) under two job numbers to be assigned to OLC - one for paper records and one for film. For lack of a better method, arrangements have been made with the AARC to permit each component individually to send its records there where they will be consolidated.

3. To begin the process each component will need to provide me with a count of the number of boxes that will be retired. (Cubic foot records boxes for paper records; one-half cubic foot boxes for film) With these figures I will be able to process the necessary paper work and assign box numbers by component. Using the assigned job and box numbers, each component should fill out a form 4034A (shelf list) and send the original to me. I will see that all component lists are melded and entered into the Archives and Records Center Inventory System. Those of you who are not familiar with this process should contact your component records management officer.

4. If each of you can provide me with the volume figures by 22 August we should be able to retire the bulk of the material in short order. Replies and questions should be directed to me on extension

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Attachments

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